

**City of San Diego
Operating Procedures Manual
West Miramar Solid Waste Facility**

INTRODUCTION

Purpose and Scope

The best-designed sanitary landfill is of little value unless it is constructed and operated properly. This manual was prepared as a guidance document for the personnel working at the Miramar Sanitary Landfill to aid them in proper landfill operations. It also serves as a guide for operations supervisory personnel and sets forth contingency plans for special problems and situations that may arise.

Use of Manual

The manual has been designed to be useful both as a permanent reference document in the field, and as a training manual for a classroom or a self-instruction situation. Every employee is expected to be familiar with its use and location at the site. The manual has been divided into two sections: the General Overview; and Standard Operating Procedures. The General Overview contains basic knowledge regarding personnel responsibilities, safety practices, fee booth operations, and the overall operations of the landfill. Part B focuses on Standard Operating Procedures and has been formatted to provide supervisors and their employees with a user-friendly method for training, as well as implementation of these procedures. Following each procedure is a list of benefits/consequences that may result from compliance/non-compliance to the procedure. These are intended to show the value of adhering to a specific procedure for all landfill employees. All procedures have been categorized accordingly with the pertinent section. Since some procedures apply to multiple operating sections of the landfill, the same procedure may be found in multiple sections in the manual. In addition, a hardcopy of all permits that are in current effect at the landfill are included or referenced at the back of the section responsible for compliance. Each section is tabbed and self-contained so that it can be updated easily and may be removed for use in the field, in training sessions, or for self-instruction. Two copies of the manual will be kept in the Operations trailer at the landfill. One of the manuals will be available for use by field personnel. Individual sections of this copy may be removed for use in the field for training purposes. The other manual will remain in the office. Sections should not be removed from the master copy, except for revisions by duly authorized personnel.

***NOTE** – All revisions to this manual must be made according to RDD-SEOP 4.4.5 Document Control. If any questions arise about information contained herein, contact your supervisor. If you feel a correction or an improvement could be made to any portion of the manual, submit your suggestions in writing to your supervisor.

Hours of Operation

1. Regular Hours of Operation

The landfill is open to the public from 7:00 am to 4:30 pm, Monday through Friday and from 7:30 am to 4:30 pm, Saturday and Sunday as posted at the landfill entrance.

The site will be **closed** on:

- a. New Year's Day
- b. Easter
- c. Thanksgiving
- d. Christmas

2. Deviation from Regular Hours

The Deputy Director of the Refuse Disposal Division will notify site personnel of any deviation from regular site operating hours or revisions to the schedule. The site supervisor should notify the Deputy Director in advance if the site cannot be opened at the designated time or during posted hours of operation.

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I. Personnel

A. Working Hours

1. Allocation of Personnel

Working hours at the landfill will be related to the hours that the site is open to the public. The Field Operations Program Manager will make assignments of working hours for each employee.

2. Employee Responsibility

Each employee is responsible for adherence to assigned working hours. If an employee is unable to report at the proper time of day, they must notify the supervisor ahead of their designated working time.

B. Employee Assignments and Responsibilities

Each employee at the landfill has certain responsibilities and obligations associated with their job. Employees also have certain assignments that must be understood as part of the position description. The assignments and responsibilities of the various employees are described below:

1. Landfill Operations Superintendent

The Landfill Operations Superintendent is under the general supervision of the Deputy Director and is responsible for improvement, maintenance, and construction work on City disposal sites and for performance of related work.

Specifically, the Landfill Operations Superintendent must:

- a. Ensure that the landfill is properly staffed at the beginning of each day. There are several contingency plans, which can be used if a full crew is not available to work at the landfill. For example:
 - 1) Shift duties of personnel; e.g., shift a person stockpiling soil cover to a dozer for spreading and compacting refuse,
 - 2) Call in additional personnel on overtime,
 - 3) A Disposal Site Supervisor may fill-in for an equipment operator if the situation warrants.

b. Meet with the employees periodically to maintain proper control of the site and to determine what, if any, problems exist or may be anticipated. At this time, the Landfill Operations Superintendent will consider the following:

- 1) Operating problems,
- 2) Equipment problems,
- 3) Special employee requests,
- 4) Discussion of special operating instructions, as required.

c. Periodically remind personnel of routine work that must be done; e.g., drain cleaning, landfill surface repairs and litter control,

d. Make periodic checks as required with employees working on routine and special projects,

e. Review filling operations each day as required,

f. Periodically review landfill plan, as an aid in scheduling employees and equipment needs and making assignments,

g. Ensure that the need for any special operating conditions have been planned for in advance; e.g., wet weather areas should be prepared in advance of the rainy season,

h. Handle user complaints or problems that the Disposal Site Supervisors cannot handle and maintain record of complaints,

i. Be available each week to answer employee questions and discuss particular site or personnel problems,

j. Periodically check with Equipment Service Writer(s) to determine overhaul and maintenance schedules,

k. Make sure emergency repairs involving the operation of all motive/stationary equipment are made as needed,

l. Meet as required with the Deputy Director to brief him/her on status of routine operations and any special problems,

m. Ensure that a sufficient inventory of office and field supplies such as sanitary supplies, first aid, maintenance tools, and construction materials are maintained,

n. Schedule for the training of employees as required,

o. Meet with engineering personnel as required and review planned operations or special problems,

- p. Keep abreast of latest operational techniques and equipment by attending solid waste management association meetings, seminars, short courses, and equipment shows,
- q. Periodically visit landfills operated by others to observe their operations in comparison to the Miramar Solid Waste Disposal Facility,
- r. Keep proper records of site operations and employee performance and submit them to the central office at the designated times. These records are the basic source of information for the Department's information system. Submit punctually and accurately,
- s. Help develop, implement and enforce Division safety regulations,
- t. Perform other duties that may be required as determined by the Deputy Director.

2. Disposal Site Supervisor

The Disposal Site Supervisor(s) is under the general supervision of the Landfill Operations Superintendent and is responsible for improvement, maintenance, and construction work on City disposal sites and for performance of related work. *Specifically*, the Disposal Site Supervisors must:

- a. Ensure that the landfill is properly staffed at the beginning of each day. There are several contingency plans, which can be used if a full crew is not available to work at the landfill. For example:

- 1) Shift duties of personnel; e.g., shift a person stockpiling soil cover to a dozer for spreading and compacting refuse,
- 2) Call in additional personnel on overtime,
- 3) A Disposal Site Supervisor may fill-in for an equipment operator if the solution warrants.

- b. Meet with the employees periodically to maintain proper control of the site and to determine what, if any, problems exist or may be anticipated. At this time, the Disposal Site Supervisor will consider the following:

- 1) Operating Problems,
- 2) Equipment Problems,
- 3) Special Employee Requests,
- 4) Discussion of Special Operating Instructions.

- c. Periodically remind personnel of routine work that must be done; e.g. refuse handling, equipment operations, proper compactions, dirt operations, greens operations, safety issues, landfill surface repairs, litter control, etc.,

- d. Make periodic checks as required with employees working on routine and special projects,

- e. Review filling operations each day as required,
- f. Periodically review landfill plan as an aide in scheduling employees and equipment needs and making assignments,
- g. Handle user complaints or problems that the staff cannot handle,
- h. Regularly set aside time to answer employee questions and discuss particular site or personnel problems,
- i. Periodically check with Equipment Service Writer(s) to ensure overhaul and maintenance schedules are being followed,
- j. Make sure emergency repairs involving the operation of all motive/stationary equipment are made as needed,
- k. Regularly brief the Landfill Operations Superintendent on the status of routine operations and any special problems,
- l. Ensure there is sufficient inventory of office and field supplies (sanitary supplies, first aid, maintenance tools, construction materials, etc.),
- m. Train employees as required,
- n. Meet with engineering personnel as required to review planned operations or special problems,
- o. Keep abreast of latest operational techniques,
- p. Periodically visit landfills operated by others to observe their operations in comparison to the Miramar Solid Waste Disposal Facility,
- q. Keep proper records of site operations and employee performance in the Daily Log of Special Occurrences and submit them to the central office at designated times. These records are the basic source of information for the Department's informational system. Submit these records punctually and accurately,
- r. Implement and enforce Department safety regulations,
- s. Perform other duties that may be required as determined by the Landfill Operations Superintendent.

3. Utility Supervisor

The Utility Supervisor is under the general supervision of the Disposal Site Supervisor and is responsible for improvement maintenance, keeping disposal site in compliance with maintenance, litter control and instructing contracted crews on areas that require litter control.

He/she is also responsible for stockroom supplies for all Disposal Site employees and tool room for equipment needed for litter control and general maintenance. *Specifically*, Utility Supervisors must:

- a. Perform daily equipment tool checks,
- b. Work in conjunction with Disposal Site Supervisor on maintenance issues,
- c. Ensure stockroom and tool room are adequately supplied,
- d. Instruct all contracted crews on areas of concern and monitor progress, keeping records daily, weekly, and monthly.

4. Landfill Equipment Operator

An employee in this classification is directly responsible for the safe and proper operation of complex motorized construction and repair equipment, as well as the proper handling and compaction of solid waste. *Specifically*, Landfill Equipment Operators must:

- a. Perform daily equipment checks,
- b. Cut and finish grades,
- c. Excavate landfill cells according to engineering plans,
- d. Spread and compact refuse according to appropriate procedures,
- e. Obtain, spread and compact soil cover according to appropriate procedures,
- f. Assist in site maintenance work as required; e.g. grade roads, drive water trucks, resurface roads, construct refuse lifts, and other duties as assigned,
- g. Complete daily report forms for all equipment used, including mileage and service records,
- h. Know all emergency procedures,
- i. Understand Greens operations.

5. Equipment Operator II

An employee in this classification is directly responsible for safe and proper operation of complex motorized construction, grinding, and trommel equipment, as well as staging products in proper sequence for usable product. *Specifically*, Equipment Operator IIs must:

- a. Perform daily equipment checks,
- b. Stack products according to mulching and composting manuals.
- c. Stockpiling material in an accessible manner,
- d. Lubricate all City owned machinery,
- e. Complete daily report forms for all equipment used, including mileage and service records,
- f. Know all emergency procedures.

6. Equipment Mechanic

An employee in this classification is directly responsible for maintenance, lubrication, and overhaul schedules. The mechanic must provide preventive maintenance, welding, hardfacing belt changes, as well as ensuring the machinery is being greased properly. The employee works in conjunction with the Equipment Service Writer, ordering parts, tools, and essential lubrication products. *Specifically*, Equipment Mechanics must:

- a. Perform daily equipment checks,
- b. Change tips and screws when necessary,
- c. Ensure proper lubricants have been applied,
- d. Preventive maintenance when necessary.

7. Senior Management Analyst

It is the responsibility of the Senior Management Analyst to perform budgetary, fiscal, organizational, and administrative studies and assignments. *Specifically*, Senior Management Analysts must:

- a. Conducts complex budgetary and administrative studies and assignments and prepares detailed reports of conducted studies,
- b. Performs special assignments/ projects relating to legislative policy,
- c. Makes complex City-wide revenue analyses,
- d. Performs cost effectiveness and productivity studies,
- e. Evaluates and determines work unit time standards, output measures, staffing requirements, and material and equipment usage level.

8. Senior Disposal Site Representative/Fee Booth Supervisor

It is the responsibility of the Senior Disposal Site Representative/Fee Booth Supervisor to supervise and participate in the work of Disposal Fee Collectors at the landfill.

Specifically, Senior Disposal Site Representatives/Fee Booth Supervisors must:

- a. Schedule personnel to assure adequate staffing and coverage,
- b. Make daily work assignments,
- c. Balance cash receipts and deposit cash on a daily basis,
- d. Courteously explain disposal site policies and fee schedules to the public,
- e. Enforce rules and regulations,
- f. Stop vehicles entering the landfill to check registration and inspect loads,
- g. Determine applicable fees and collect fees,
- h. Direct vehicles with unacceptable loads to proper landfills,
- i. Operate and maintain computerized scale and register system,
- j. Maintain records associated with the Fee Booth,
- k. Participate in hiring new employees,
- l. Train and rate the work performance of subordinates,
- m. Interact and communicate with central accounting personnel regarding Fee Booth financial matters.

9. Disposal Site Representative/Fee Booth Operator

Disposal Site Representatives are under the general supervision of the Senior Disposal Site Representative and are responsible for determining and collecting the appropriate fees upon entrance to the landfill in accordance with an established fee schedule. *Specifically*, Fee Booth Operators must:

- a. Stop vehicles from entering the landfill to check loads, collect fees, and weigh vehicles,
- b. Operate and maintain a computerized scale and register system,
- c. Courteously answer questions and explain fees and regulations to customers,
- d. Direct vehicles with unacceptable loads to proper landfill or agency,
- e. Keep records and deposit funds,
- f. Maintain a clean and safe fee booth area,
- g. Ensure traffic entrance lanes are clean and properly delineated.

10. Laborer

The laborer has responsibility for traffic control at the tip of the face, inspection of waste, and general maintenance of site. *Specifically*, laborers must:

- a. Courteously answer questions by patrons regarding information, rules and regulations for use of the site,
- b. Enforce all user regulations as follows:
 - 1) Be sure children and pets remain in vehicles,
 - 2) Deny access to scavengers,
 - 3) Monitor arriving waste types. Deny access to those delivering wastes in violation of rules.
- c. Direct site users to proper disposal areas according to waste type,
- d. Maintain traffic control,
- e. Direct users in the standard procedures for handling waste loads that are hot, smoldering, or that otherwise might create a fire hazard,
- f. Direct trucks with inoperative unloading mechanisms to a separate area so they do not interfere with operations,
- g. Work closely with equipment operators to assure minimal interference with waste delivery vehicles,
- h. Be familiar with all emergency procedures,
- i. Be courteous to the public and assist them with problems,
- j. Work with landfill Disposal Site Supervisor and City staff in solving any problems relating to areas under jurisdiction of the Laborers,
- k. Call upon the Disposal Site Supervisors when help is required with a problem or complaint,
- l. Perform various maintenance operations at landfill and on buildings, e.g. road repairs, fence repairs, painting, etc,
- m. Operate power and hand tools and motorized equipment such as pick-ups and light dump trucks,
- n. Maintain equipment and tools used; repair when necessary,
- o. Erect and repair warning signs,
- p. Direct traffic at landfill site according to appropriate procedures,
- q. Collect paper and other debris,
- r. Relocate portable litter fences as required by operation and wind conditions,
- s. Maintain landscaped areas of site including proper watering, cultivation, and litter control.

11. Code Compliance Officers

Code Compliance Officers are responsible for conducting field investigations under the enforcement of City codes and regulations. *Specifically*, Code Compliant Officers at the landfill must:

- a. Conduct field inspections of the landfill to ensure compliance with applicable codes and regulations,
- b. Explain and interpret governing codes,
- c. Recognize and cite violations of applicable codes,
- d. Explain the violation and corrective measures required, and encourage voluntary compliance,
- e. Collect and document evidence,
- f. Initiate, organize, and coordinate clean-up activities,
- g. Maintain records and prepare reports and correspondence.

C. Landfill Operations Support – Hazardous Substances Enforcement Team

The Hazardous Substances Enforcement Team (HSET) is a work unit within another Division that supports the operations of the Miramar Landfill. The Waste Inspectors are under the general supervision of the Hazardous Substances Enforcement Supervisor and are responsible for solid waste screening and for performing related work. *Specifically*, the HSET must:

1. Determine acceptability of waste to be dumped

Consult the Waste Inspectors if the waste characteristics of any load are in question. No liquid or soluble industrial wastes are to be dumped at the Miramar site. All personnel at the site should be acquainted with what wastes are and are not to be disposed of at Miramar. Table II-2 provides a breakdown of material classifications and delineates those types acceptable for disposal at the Miramar site. Refer to “Hazardous Waste” in the Emergency section of this manual for the procedures to follow if unacceptable wastes are discovered at the Miramar site.

2. Perform solid waste inspections

Waste Inspectors will conduct random load checks to identify unacceptable wastes in the incoming waste stream.

II. Landfill Operations

A. Miramar Landfill Waste Cell Construction

The waste cell is the basic building block of the sanitary landfill. It is composed of several layers of waste compacted on a slope by heavy equipment and enclosed on all sides by soil.

Basic instructions for constructing waste cells with the materials accepted at Miramar Sanitary Landfill are outlined below:

1. Control of Working Face

The working face is the portion of the uncompleted cell on which additional waste is spread and compacted. For effective operation, the working face should be kept as narrow as possible. By keeping the face narrow, equipment movement and cover material requirements are minimized.

The optimal working face width varies depending on the number of vehicles bringing wastes to the site and the equipment available for spreading and compacting. It should be wide enough to prevent a backlog of trucks; however, the width should not be so wide as to be impractical to operate or to expose an undue amount of refuse to the wind.

The face width should be reduced by compacting and covering portions of the face as traffic drops off at the end of the day. For safety reasons, the width of the face should not be reduced to less than 40 ft.

2. Equipment Movement

Solid waste should be dumped at the toe of the working face by the collection trucks and pushed up the slope. For reasons of safety, try to keep a minimum of 8 to 10 feet separation between the trucks and the crawler tractor. Always try to keep the unloading area level and clear of waste materials.

3. Spreading Waste on a Slope

To maximize compaction, and to provide an optimal weight distribution of the tractor, the waste should be spread up a 3:1 slope in 1 to 2 foot layers. Fill in any holes that develop in the face with loose waste.

4. Waste Compaction

A high degree of compaction extends the fill life, reduces cover material and long-term land requirements, reduces litter problems, and results in other beneficial effects.

Good compaction is achieved by operating the tractor up and down the working face between 3 and 5 times on 1 to 2 foot layers of waste until no further compaction occurs.

The top deck of the cell must also be compacted by running the landfill compactor across the flat top.

5. Cell Completion

To finish the cell, place soil cover over exposed waste at the close of each day's operation. The amount of soil required for daily cover may vary because of soil type. However, the thickness of compacted soil should not be less than 6 inches on the slopes and 12 inches on the top deck after compaction. When the cell is completed, no waste should be visible.

When constructing a cell in an open area, the side slopes require soil cover also. These side slopes should be maintained at a 3:1 slope to reduce cover requirements.

6. Using Grade Stakes

Use grade stakes to aid operators in keeping the slope of the final top fill surface at a grade of 3 to 5 percent. Grade stakes should be set according to instructions given by the Engineering Staff. Stakes should be checked frequently enough to allow operators to make sightings to them as required.

B. Cover Soil

1. Excavation

Excavation of soil for cover material should only be made from areas at the site designated as "borrow" areas. The dirt supervisor will instruct operators when to begin an excavation of a new borrow area and when to stop excavation in an existing area.

2. Imported Cover

Imported cover is soil or other inert material that has been brought to the landfill. Material such as clean fill dirt and small pieces of rubble may be used as cover for refuse. Imported materials such as asphalt grindings and broken concrete should be used for building roads and for surfacing the wet weather area. Stockpile various types of imported material in areas designated by the Field Operations Program Manager. If material is to be used for cover for the day's operation, place stockpiles where they will be convenient to the working face. However, do not locate them where they may block truck travel or filling operations.

3. Placement of Cover

Soil for daily, intermediate, and final cover should be placed in the following manner. When using a crawler tractor, push load of soil up the slope and feather it out as evenly as possible. Do not permit the tracks of the equipment to spin as you go back up the compacted slope. This action will tear up the waste and it may be necessary to compact again.

4. Daily Cover

All waste must be covered with at least 6 inches of soil on the slopes and 12 inches on the top deck by the end of each day. In some cases, more than 6 inches of soil may be required so that after compaction, the layer will be 6 inches. For example, loose soils such as sand and silt may drop into open spaces in the waste. For this reason, proper compaction is essential to minimize the amount of soil required for cover.

5. Intermediate Cover

The top and side surfaces of a completed cell that is not to be covered within 180 days by another cell may be exposed to weather and truck traffic. These surfaces should be covered with a layer of at least 12 inches of compacted soil. This intermediate cover should be thick enough to prevent erosion of the cover by wind, water, and traffic. If wastes become exposed, water can enter, and odors and gases may escape from the cells.

6. Final Cover

When filling has reached the final planned grade, a final cover of at least 5 feet of compacted soil should be placed. The engineering staff will advise the depth of final cover to use for all completed sections of fill. This cover is necessary to allow light traffic and minor settlement to occur without exposing any waste. The final cover will also help keep the rain from seeping into the waste.

C. Hard-to-Handle Wastes

Certain wastes acceptable at Miramar require special handling. The following are basic methods to be used:

1. Bulky Waste

a. Crushable Items – such as furniture and appliances

Such items should be dumped at the toe of the working face if traffic permits.

Use the crawler tractor to crush the item on solid ground, and then push it into the toe of the fill. Fill in any holes with regular waste.

b. Demolition Debris

Spread out bulkier pieces of concrete, lumber, and other debris evenly at the toe of the working face. Place regular wastes on top of the demolition wastes.

Trucks delivering asphalt grindings and broken concrete suitable for road surfacing should be directed to a separate dumping area where this material can be stored for later use. The Field Operations Program Manager should designate locations for storage of these waste materials.

c. Long Items

Long, awkward items, such as trees, stumps, logs, and rolls of paper and plastic should be dumped at the toe of the face, placed parallel to the working face, and covered with regular waste. The crawler tractor should be driven over logs and stumps carefully to prevent overturning.

d. Rubber Tires

Place shredded or bageled rubber tires at the toe of the fill, spread them out, and cover them with other wastes. Tires are less likely to work their way to the surface if placed at the bottom of the cell. Do not try to compact unreduced rubber tires.

e. Large Metal Wastes

Metal wastes, such as pipes, rolls of cable, and wires should be placed directly at its position of disposal and covered by household or demolition wastes (bridged). This will prevent unnecessary machine damage and shutdown.

2. Low Density Wastes

Waste types such as brush, leaves, and yard trimmings, synthetic fibers, loose plastic film or foam, and rubber and plastic scraps or shavings, require special handling. These materials present problems because they rebound after being run over by the crawler tractor. Spread the lightweight material into 1 to 2 foot deep layers, and then cover it with regular waste, compacting as usual at base of cell. These wastes should be compacted until the operator can no longer detect that the surface of the waste layer is being depressed more than it is rebounding. The weight of the regular waste tends to keep the low-density material down.

3. Powdery Wastes

Wastes such as sawdust and other dusts also require special handling. These wastes are problems because they are stirred up by the equipment and blown by wind. Once in the air, they may be harmful to personnel if they are inhaled or contact the skin. Personnel working in powdery areas should wear protective clothing and respirators. Some powdery wastes may be wetted down with water from a water truck and then covered immediately with soil or regular refuse. This procedure will help reduce blowing and dusting of the powdery waste. If water is not available, cover the powdery wastes with soil or refuse to reduce blowing and dusting of the waste.

4. Medical Solid Wastes

Medical solid wastes should be deposited at the toe of the working face and bridged across with other solid waste to ensure the sharps in the medical waste stay buried.

D. Cleanup of Completed Area

1. Prior to Final Cover

Prior to placement of final cover material, the completed area should be cleared of all debris. Any objects protruding through the daily or intermediate cover should be pulled out and the hole filled. Large cracks or holes in the surface should be filled with cover material.

2. Final Cover Placement

Place final cover material on completed areas at the thickness specified by filling plans, Site Supervisors, or Engineering staff. Use methods indicated in “Cover Soil” portion of this manual.

3. Planting and Landscaping

Interim ground cover should consist of mulch to control soil erosion. Completed areas should be landscaped according to landscaping plans provided by Biology staff.

E. Maintenance of Completed Areas

1. Landscaping

All grass, shrub, and tree areas should be cultivated and watered as specified. Regular schedules for cultivation and watering should be determined and maintained.

2. Inspection of Completed Areas

The Engineering staff should inspect completed areas of the landfill once each month for signs of cracks and depressions due to settlement.

3. Cracks and Depressions

Cracks and depressions should be filled with compacted soil as soon as they are discovered.

F. Traffic Control and Unloading of Waste

1. Responsibility for Traffic Direction

a. Laborer/ Spotter

The Spotter has the responsibility to inform all customers where they should deliver their waste materials. This should be specific as to the customer’s type of waste. If locations for handling various materials vary from time to time, the Spotter should know where each type of material is to be disposed of in advance.

b. Equipment Operator

When there is not a Laborer at the site, the equipment operator should show customers where they should discharge their load of waste.

2. Proper Spotting and Traffic Control

a. Traffic Flow

The traffic must be kept moving. Packer trucks and other trucks that dump mechanically should be routed to the working face without delay, since waiting costs both time and money. Make sure the driver backs to the toe of the slope before he/she starts to dump. Have the driver pull straight away slowly from the slope while he/she is dumping.

b. Aids to Traffic Control

Directional signs and barricades are provided to help control traffic. Be sure the proper signs and barricades are at the required locations at the beginning of each day. If signs or barricades require changing, this should be done at the end of each day so that they will be ready for the next day's operation.

c. Separation of Vehicles

Vehicles being unloaded by hand should dump in the public area only. A separate area should also be provided for Semi End Dump Trailers away from both the Public Area and the working face due to the danger of overturning.

d. Load-on-Fire Procedures

Loads-on-fire are wastes that are either on fire or that are smoldering or smoking. All site personnel should be familiar with procedures for handling such loads. Refer to the *Emergency Procedures* section of this manual for proper procedures.

e. Handling of Inoperative Vehicles

Do not allow broken-down trucks to delay other traffic. If a truck's unloading device is inoperative, route it to an area where it can be unloaded by hand, without delaying other vehicles. The driver must sign a waiver for any damage before the operator can use the dozer to pull or otherwise assist a broken-down truck. Obtain waiver forms from fee collector or Disposal Site Supervisor.

f. Location for Dumping Waste

Direct each customer to the proper location for disposing of specific types of waste. Direct the customer to unload the waste at the base of the cell and have them drive their vehicle straight out when disposal is complete.

g. Cooperation with Equipment Operators

The spotter directing traffic should work closely with the equipment operators to minimize the potential for accidents and/or injuries while customers are emptying their vehicles.

h. Prevention of Scavenging

Scavenging by customers or employees is not permitted. Customers caught scavenging for the first time should be reminded of the regulations and told to leave the site. The names of repeat offenders should be given to the Disposal Site Supervisor and the Landfill Operations Superintendent.

i. Watch for Unauthorized Materials

The spotter should observe the wastes being dumped to spot unauthorized materials such as flammable, explosive, or other hazardous materials. If such material is dumped, the traffic director should notify the equipment operator and the Waste Inspector so it can be safely removed.

j. Site User Rules

The spotter should know all site user rules and watch for violations. If site users disobey a rule, they should be reminded of the rule. If site users refuse to cooperate with the spotter, he/she should report them to a Disposal Site Supervisor.

k. Emergency Procedures

Site personnel should be familiar with proper fire and accident procedures and are expected to know their role in all possible emergency situations. See the Emergency Procedures section of the manual.

G. On-Site Roads

1. Road Construction

a. All-Weather Roads

Major on-site roads should be constructed such that they can be used under all weather conditions. When possible, use imported material such as asphalt grindings or other appropriate construction debris for road base. Use the road base material purchased by the City when this type of material is not available. Roads should be located and constructed according to plans and specifications provided by the Engineering staff.

b. Dry-Weather Roads

Roads that are to be used during dry weather can be constructed from compacted soil if other materials are unavailable. These roads should be located and constructed according to plans and specifications provided by the Engineering staff.

2. Road Maintenance

a. Filling of Potholes

Potholes should be filled with suitable materials. The patching material should be compatible with the road construction material. Fill potholes on a routine basis so that they are not allowed to remain open for extended periods. Before placing patches in holes, all loose material should be removed from the hole.

New material should then be placed in the hole and compacted so that it will have the same density as the road.

b. Filling of Areas Where Settlement Occurs

When all-weather roads are built on fill areas, settlement of the filled area may cause cracks to appear in a road or cause the slope of a road to change. Cracks should be filled with material that is compatible with the roadbed. Area of a sloped road, where the slope has changed drastically, should be built-up with material compatible with the roadway. The build-up should be made by placing and compacting a layer of roadway material, then adding another layer. This process should be repeated until the roadway is built to the desired elevation.

c. Maintenance of Dirt Roadways

Roadways that are made in native or filled soil require different maintenance than paved ones. Ruts usually appear in dirt roads that are heavily traveled. These roads should be graded and re-compacted as required to re-establish proper road grades. Roads should also be sprayed with water during dry weather to control dust.

d. Removal of Materials from Roadways

Dirt, brush, and other debris should not be allowed to remain on any roadbeds. Dirt left on asphalt roadbeds may cause dust problems during dry weather or mud problems during wet weather. This material should be cleaned off roadbeds with the use of a street sweeper.

e. Maintenance of Drainage Ditches

All drainage ditches should be kept free of obstructions and debris. During the wet weather season inspections of all drainage ditches and structures should be made at least once each week after rain events, or more frequently as required. Any debris should be removed from ditches.

H. Inclement Weather

1. Preparation for Bad Weather

a. Rain

(1) Wet Weather Conditions

Wet weather areas should be prepared in advance of the earliest anticipated seasonal rains, normally by October 31st. Available material such as asphalt grindings and small pieces of demolition rubble may be used for constructing the area. The wet weather area should be constructed adjacent to an all-weather road. Work on the wet weather area can be performed at various times when personnel and equipment are not required for other assignments. The size and location of the wet weather area will be delineated by the Engineering staff.

(2) All-Weather Roads

All-weather roads should be repaired prior to the rainy season.

(3) Drainage Facilities

Drainage structures and ditches should be in good repair and free of debris prior to the rainy season.

(4) Silt Fencing

Silt fencing or other temporary drainage control devices should be stockpiled for use in an emergency situation.

(5) Mulch

Exposed dirt areas shall be covered with mulch prior to the rainy season as directed by the Engineering Staff.

(6) Sedimentation Basins

Sedimentation basins should be in good repair and free of sediment and debris prior to the rainy season.

(7) Tackifier

Tackifier should be sprayed on any slopes that are too steep to be mulched or any bare dirt surfaces that are not being used prior to the rainy season.

b. Wind

(1) Litter Fences

Litter fences should be installed prior to windy weather and relocated as required.

(2) Dust

Use the water truck to spray roads to keep dust down.

2. Operations during Bad Weather

a. Rain

During a heavy rain, if the roads become impassible or dangerous:

- (1) Notify the Field Operations Program Manager, Landfill Engineering Staff, and Fee Booth,
- (2) Stop traffic, if necessary,
- (3) Complete necessary repairs to the road so that it is safe to reopen it to traffic.

b. Wind

If the wind is so strong that paper and other lightweight materials cannot be contained within the site:

- (1) Notify the Landfill Engineering Staff and Field Operation Program Manager,
- (2) Reposition and/or repair fences,
- (3) The water truck should be used to wet down the litter to prevent it from being blown.

Appendix II-1

Best Management Practices in Accordance with the Storm Water Pollution Prevention Plan

MIRAMAR LANDFILL

Potential Pollutant Source and Best Management Practices Summary Table

AREA	ACTIVITY	POLLUTANT SOURCE	POLLUTANT	BEST MANAGEMENT PROCTICES
All	General Landfill Operations	Soil Erosion	Sediment	Apply mulch onto slopes, intermediate cover areas and stockpiles, Pump down sedimentation basin between storm events, Apply tackifier to exposed cuts/fill areas.
Nursery	Watering	Water Runoff	Herbicides, Fertilizers, Lose Soil Sediment	Utilize computerized watering system, closely monitor all hand watering
Minnesota Methane of San Diego, LLC	Cogeneration of Landfill Gas (LFG)	Cogeneration Buildings and Facility, Compressor Pumping Station	Oil, Cleaning Agents, Glycol or Anti-freeze Products, Batteries, Grease, Dust, Dirt, Debris, Landfill Gas Condensate	Oil, grease, glycol, and cleaning agent containers are stored under cover, Batteries are stored inside, Personnel are trained in handling materials and waste, Vendors are contracted for waste removal including: waste oil, solvents, rags, filters, batteries and LFG condensate.
Refuse Disposal Groundwater Crew	Groundwater Sampling	Groundwater Purge Water, Air Compressor	Purge water, Air Compressor Fuel and Oil	Purge Water has been reduced 96% with remainder disposed of in condensate tanks or within the lined section of the landfill. Oil and fuel is stored under cover.
Equipment Fueling	Fueling of Heavy Equipment	Diesel Fuel	Diesel Petroleum	Fueling is completed using an aircraft grade quick-fuel system, good housekeeping, berms and trained personnel.

Potential Pollutant Source and Best Management Practices Summary Table

Hawthorne Machinery Company	Heavy Equipment Maintenance	Heavy equipment servicing, Aboveground Storage Tanks (ASTs) Poor housekeeping or BMPs, Batteries	Diesel/Petroleum based products, Hydraulic Fluid, Solvents, Thinners, Paints products, Glycol, Batteries	Waste oil drums are doubled contained, Good housekeeping practices are maintained, Vendor is contracted for all waste oil, solvents, oil filters, rags, batteries and other controlled products. Batteries are stored on a elevated platform. Personnel are trained, drip pans and absorbent swabs are utilized.
Superior Rock Company	Rock Excavation and Crushing Operation	Sediment, Diesel Fuel, Heavy Equipment Maintenance, ASTs, Poor housekeeping or BMPs, Poor equipment servicing, Batteries	Diesel/Petroleum based products, Hydraulic Fluid, Solvents, Thinners, Paints products, Glycol, Batteries	Waste oil drums are doubled contained, Good housekeeping practices are maintained, Vendor is contracted for all waste oil, solvents, oil filters, rags, batteries and other controlled products. Batteries are stored on a elevated platform. Personnel are trained, drip pans and absorbent swabs are utilized.
Greens/ Compost Area	Grinding and Windrowing of Greens Material	Dust, Water percolating through windrows	Fine particulates, Herbicides, Fertilizer, Soil/sediment	Moisture conditioning with water truck, divert run-on around site, cover bare areas with mulch
Household Hazardous Waste Storage Facility	Temporary Storage of Household Hazardous Waste	Spills	Household Hazardous Waste	Storage Facility is covered and includes a sealed floor with sump to contain spills

III. Fee Booth Operations

A. General Rules and Procedures

1. Opening of Landfill

It is the responsibility of the fee collectors to open the scales at the designated time.

2. Price Schedule

All cash and deferred payment charges will be made in accordance with the fee schedule supplied by the Deputy Director. The Senior Disposal Site Representative must approve any deviation. A summary of the fee schedule should be posted outside each fee booth, visible to all customers.

3. Credit Policy

No deferred payment will be extended unless the customer has an account. Application forms for this purpose are available. See Appendix A at the end of this section.

4. Entries in Daily Log

Entries will be made each day in the Daily Log. Entries should indicate tonnages by type and generator of waste, the number of vehicles using the site and any irregular occurrences such as formal complaints, accidents, emergencies, or injuries. Also, a notation will be made each day in the Daily Report indicating the tonnage of fee exempt material received and/or the number of such loads accepted.

5. Determine Type of Waste to be Dumped

The Hazardous Substances Enforcement Team should be consulted if the waste characteristics of any load are in question. No liquid or soluble industrial wastes are to be dumped at the Miramar site. All personnel at the site should be acquainted with what wastes are and are not to be disposed of at Miramar. Table II-2 provides a breakdown of material classifications and delineates those types acceptable for disposal at the Miramar site.

*Refer to "Hazardous Wastes" in the Emergency Procedures portion of this manual for the procedures to follow if unacceptable wastes are discovered at the Miramar site.

6. Cleanliness of Entrance Gate Area

All vehicles are required to approach the landfill entrance with a covered waste load. This policy eliminates a majority of accidental litter along the roadways adjacent to the entrance gate.

7. Sanitary Toilets

There are multiple restroom facilities available at the site. There is one coed toilet located inside the office center, available to the staff of the landfill. Other facilities consist of portable units located in multiple areas to provide customers with restroom access while at the landfill.

B. Processing Customer Transactions

1. There are two forms of payment acceptable at the Fee Booth:
 - a. Cash
 - b. Check
2. Deferred Payment Plan
Customers that have established accounts with the Miramar Fee Booth have the option of utilizing a payment plan that operates as a debit from their account.

C. Processing Customers Who Qualify for No-Charge Services

The following customers are exempt from Landfill fees in order to encourage the services they provide to the community and/or the City of San Diego.

1. Goodwill and other approved charity organizations
2. Community Clean-up organizations (i.e., City Council sponsored clean-ups, *I love a Clean San Diego*, and *Livable Neighborhoods*) are offered a 'Fee Exempt Pass' by the Refuse Disposal Division
3. Navy/ Marine Corps
 - a. Contract with the City states that the Navy/Marines may dispose of any legal waste free of charge
 - b. Local Bases are issued 'Navy Coupons' for verification
4. Environmental Services Department Construction Projects (i.e., drilling gas wells) at active/inactive landfills.

D. Electronic Cash Registers

1. Transactions Linked to the Computer System
 - a. Scale weighs the load
 - b. Computer records the accurate charge
 - c. Invoice is issued and fees are collected
2. Training
 - a. New employees require a basic knowledge of computers
 - b. On-the-spot training is provided to review the details of the system explicitly.

E. Change Fund

Every Fee Collector receives a \$200 bank at the beginning of each shift in order to render the appropriate change to customers. The banks are stored in the main safe in individual slots and are the full responsibility of the Disposal Site Representative.

F. Daily Cash Receipts

1. Requirement

Receipts are required for every transaction that does/does not have an account in the computer system.

2. Electronic Ticketing

- a. Purpose – Expedites the transaction process;
- b. Applies to the Collections Division of the City of San Diego and approved private companies;
- c. Computed and prepared for all transactions throughout the day;
- d. Printout of all electronic transactions/receipts occurs at the end of the day.

3. Written Receipts

Hand-written receipts are only issued during power outages.

G. Daily Balance

The daily balance is prepared in order to provide accountability of the numerous transactions throughout the day for the Accounting section. The balance sheet is taken to the Ridgehaven Administrative Building the following morning.

H. New Accounts

New Accounts are established through the Account Clerk located at the Ridgehaven Administrative Building. The Account Clerk logs pertinent information regarding the company and issues the client a validation card, required for every visit.

Appendix III-1

‘Deferred Payment Account Application’

(Contact the Environmental Services Department at (858) 492-5028 for application package)

IV. Safety Practices

A. General Safety Practices

1. Know Procedures

All employees at the landfill are responsible for knowing the proper procedures for reporting accidents, injuries, and fires. Employees must know the procedure to be followed for each type of emergency and be aware of their particular role. Standard Operating Procedures (SOP's) for various situations are documented in the *Emergency Procedures* section of this manual. See Table IV-1 at the end of this section for emergency contact information.

2. Update and Post Procedures

All emergency procedures must be revised as necessary to keep them up-to-date. Emergency procedures shall be posted in various locations for employee review (i.e. Operations trailer, break trailer, fee booths, etc.).

3. Signage for Traffic Control and Direction

Road boundaries and speed limits on each road shall be clearly posted. Direction of travel and location of curves are to be posted as well. The location of disposal areas for various types of wastes will be clearly indicated.

4. Site User Rules

Site user rules are available at the entrance to the landfill upon request. Employees are to watch for violations of site user rules and indicate those rules to violators, stressing that the rules are imposed to protect users' safety. After repeated known violations, the Landfill Site Superintendent should be notified of the violation and the violator's identity. The Landfill Site Superintendent will then notify the appropriate law enforcement agency for further action. The violator may be barred from entering the landfill until he/she agrees to abide by the rules.

5. Level Dumping Area

For safe operations, the dumping area shall be kept flat at all times and kept clear of debris. This is especially true for the area where end dumps will be dumping.

6. Fire Extinguisher

Fire extinguishers must be provided in all buildings and on all heavy equipment. Each extinguisher will be properly assigned to correspond to the possible types of fire.

7. Alert Employees

All employees are expected to be alert for hazards at the landfill. They should report any possible hazards to their supervisor or the Field Operations Program Manager.

8. Safety Meetings

Safety meetings are regularly scheduled. Topics of discussion are varied and can include situations that can cause accidents and ways to prevent them, as well as the effectiveness of corrective actions taken following previous accidents at the site.

B. Safety Precautions for Equipment Operators

1. Check Equipment

Check equipment for defects before operating. A thorough equipment check always involves completing the appropriate check lists prior to mounting and operating equipment in the morning, as well as before leaving equipment for the night. ***Do not start or operate defective equipment.***

2. Use Stepping Points

To prevent slipping, use stepping points and hand holds when mounting and dismounting from equipment.

3. Keep Debris from Cab

Keep operator's compartment, stepping points, and hand holds free from oil, grease, mud, loose objects, and trash.

4. Look in All Directions before Moving

Protect personnel and other equipment in the area by looking to the front, rear, and sides before moving equipment. If the operator is unsure of surrounding conditions, he/she shall dismount and inspect the area.

5. Safety Devices

Proper safety devices, such as safety belts and roll over protection systems, must be installed on all equipment and kept in good repair.

6. Use Driver's Seat

The operator will control his/her equipment only from the driver's seat. Always keep equipment under control.

7. Wear Seat Belts

Always wear seat belts while operating equipment. Not only do they provide support, but also if the unit rolls over, you will be secure in the operator's compartment.

8. Moving Equipment

Never mount or dismount from moving equipment. Wait until equipment has come to a complete stop and the brake is set before mounting or dismounting.

9. Carry Only Authorized Passengers

Persons other than the operator should not normally be allowed on landfill heavy equipment. If it is necessary to carry a passenger, he/she should sit in specified safe locations.

10. Carry Blades Low

Equipment attachments such as loader buckets and tractor blades should be set low to improve visibility. Otherwise, collisions may occur, the vehicle may go over an embankment, or it may roll over.

11. Check Blind Areas

Never push waste until you are sure that no person or equipment is in the blind area ahead of the refuse. If the operator is not sure of surrounding conditions, he/she shall dismount the equipment and personally inspect the area.

12. Maintain Adequate Clearance

When pushing waste, maintain adequate clearance from ground personnel, patrons and other vehicles or obstructions to ensure that objects will not strike other equipment or persons.

Keep a safe distance from all persons, vehicles, and equipment.

13. Constantly Check Work Area

The operator must constantly check the work area for the location of other persons or equipment. Be especially cautious when several private vehicles are in the area. Remember that many site users are not familiar with the dangers of heavy equipment.

14. Operate Up and Down Slope

Operate up and down slopes. Avoid side hill travel whenever possible to reduce the chance of rolling over.

15. Avoid Excessive Speed

Operating conditions generally determine the speed of heavy equipment. Under no circumstances should heavy equipment be driven at excessive speeds or operated recklessly. Heavy equipment is difficult to control at high speeds and must only be operated at a speed that is safe for existing conditions.

16. Move Cautiously Over Bulky Objects

When compacting or traversing bulky items, such as tree stumps and utility poles, the operator must proceed with extreme caution to avoid tipping or sudden lurching movements.

17. No Scavenging

Scavenging will not be permitted. Scavengers are subject to a number of injuries and possible death AND in violation of State Regulations and Departmental Policy.

C. Safety Equipment Specified by the City

**** All personnel must wear proper safety gear.****

1. Certain safety equipment is specified for equipment operator protection. It is the responsibility of each employee to be sure his safety equipment is in good repair. Each employee must use his equipment at proper times.

D. Knowledge of Safety Procedures

1. All personnel are expected to know the location of first aid kits, emergency eyewash, emergency shower and other devices. See your supervisor for the specific location of these items.

2. All employees are expected to know and follow the proper safety procedures at the Miramar Sanitary Landfill.

E. Posting and Enforcement of Site User Rules

1. User Rules Availability

Site user rules are included in the fee schedule and are available upon request at the entrance to the landfill. Any changes to the rules are to be incorporated into the schedule as soon as possible.

2. All Employees Shall Enforce Rules

All equipment operators and laborers working at the site are expected to know and enforce the site user rules. They should inform users of any violations. The identity of repeated violators is to be brought to the attention of the Field Operations Program Manager.

F. Site User Rules

1. Children and Pets in Vehicle

Children, pets, and individuals not involved in unloading refuse should remain in the vehicle at all times.

2. Unloading by Adult Only

All hand unloading is to be done by adults only. They must unload where the site personnel have directed.

3. Persons Unloading to Remain Near Vehicle

Persons unloading must remain within 10 feet of their vehicle at all times.

4. Dump Waste behind Vehicle

Whenever possible, waste should be dumped immediately behind the unloading vehicle. Waste must not be thrown at any time.

5. No Unloading by Rapid Acceleration or Rapid Deceleration

Unloading of non-mechanized trucks or passenger cars is to be done by hand with the vehicle in a stationary position; no rapid acceleration or deceleration to unload vehicle is permitted.

6. Keep Tools in Vehicle

Tools and removable tailgates shall be kept in or under the vehicle to prevent damage to other vehicles or site equipment and to keep from getting pushed into the trash.

7. Speed Limit

Users shall observe the posted speed limit within the landfill site, or the speed limit as directed by operating personnel.

8. No Scavenging

Scavenging shall not be permitted. Scavengers are subjected to a number of serious injuries and possible death.

9. No Firearms

Firearms, other than for bird control, are not permitted at the landfill site.

10. No Explosives

Only explosives used for bird control are permitted at the landfill site.

11. No Urinating

Urination is only permitted inside designated restroom facilities.

G. Responsibility for Personal Protection Equipment

It is the responsibility of the operators to ensure their equipment is in good repair and functions properly. Report broken/ non-functioning personal protection equipment to your supervisor for repairs or replacement.

1. City Supplied Personal Protective Equipment includes, but is not limited to:

- a. Ear Protection
- b. Hard hats, when required
- c. Eye protection
- d. Work boots
- e. Respirators, when required
- f. Rain gear
- g. Work gloves
- h. Sunscreen/lip balm

2. Heavy Equipment is equipped with:

- a. Roll-over protection
- b. Enclosed cab
- c. Pressurized cab
- d. Fire Suppression system

Table IV-1

Emergency Contact Information

MIRAMAR

Listed below are the names and addresses of the most convenient hospitals and ambulance services for the Miramar Refuse Disposal Area.

Station 38: (619) 527-7660

Ambulance Service: Dial 911

Fire: Dial 911

Police: Dial 911

Nearest Hospital:
(In relation to Landfill)

Scripps Memorial Hospital
9888 Genesee Ave.
San Diego, CA 92037
(858) 457-4123

Emergency Room
(Voice mail only)

(858) 626-6150

Medical Center:
(For City employees
with minor injuries)

Sharp Rees-Stealy,
4510 Viewridge Avenue,
San Diego, CA 92123
(858) 499-2777

Table IV-2 Classification of Refuse

1. Unacceptable Materials

There are five general types of materials are unacceptable for disposal at *any* City disposal site. They are:

- a. Cyanides
- b. Radio-nuclides
- c. Explosives
- d. Infectious institutional wastes
- e. Liquid wastes

2. Hazardous Wastes

Hazardous Wastes are **NOT** accepted at Miramar (Contact HSET at (858) 573-1415 if in doubt). The following list of wastes is considered hazardous:

- a. Acids
- b. Acid sludge
- c. Alcohol
- d. Beryllium, Cadmium, Mercury, and all heavy metals
- e. Gasoline and other Petroleum products
- f. Chemicals
- g. Cleaning solvents
- h. Ether
- i. Insecticides
- j. Lube oil
- k. Pesticides
- l. Thinners
- m. Strippers
- n. Paint
- o. Friable asbestos
- p. Automotive waste oil
- q. Any water unfit for disposal in the sewer system

(Table IV-2 cont.)

4. Acceptable Wastes

The following wastes are examples of Non-hazardous, acceptable Solid Wastes:

- a. Garbage
- b. Refuse
- c. Rubbish
- d. Paper
- e. Wood products
- f. Brush and tree wastes (sent to the Greens Area)
- g. Leather goods
- h. Plastics,
- i. Manures
- j. Tires and rubber scraps (must be shredded or bageled)
- k. Demolition materials

5. Inert Wastes

The following are examples of inert wastes acceptable at the landfill:

- a. Clean fill dirt
- b. Rock
- c. Paving
- d. Concrete
- e. Glass
- f. Clay
- g. Rubber

V. Laws and Regulations

All employees must be aware of the governmental agencies that regulate site operations. Below are a list of the Regulatory Agencies that affect operations and a brief description of the regulations they impose and enforce. Refer to Table V-1 for a detailed list of the regulations that directly influence site operations.

A. California Regional Water Quality Control Board (RWQCB) –

San Diego Region:

- To protect all waters of the state, state law requires that all wastes discharged to land must conform to accepted practices, as prescribed by the appropriate RWQCB and CCR Title 27. The Miramar site is operating under waste discharge permits. Violation of the terms of permits, such as receiving liquid or hazardous waste for disposal, could subject the City of San Diego to fines of \$10,000 per day.

B. California Integrated Waste Management Board (CIWMB) –

Local Enforcement Agency (LEA):

- Conditions set by the CIWMB are intended to insure the health, safety, and welfare of the citizens of San Diego; to comply with CCR Title 27; and to maintain an environment that will permit the flora and fauna of the area to thrive during and after landfill operations. Permits issued by the CIWMB are enforced by the City of San Diego, Solid Waste Local Enforcement Agency.

***Note** – See Appendix V-1 for a sample version of the LEA's *Disposal Site Inspection Report* and *Closed Site Inspection Report*.

C. San Diego County Air Pollution Control District (APCD)

- The permits listed above, issued by the APCD were granted subject to the condition that landfill gas emissions and dust production are limited according to the satisfaction of the San Diego County Air Pollution Control Officer. Landfill cover shall be maintained, landfill gas control systems shall be installed, leachate and condensate shall not be released and roads shall be paved, adequately watered, or treated to reduce fugitive dust. Landfill areas should also be adequately watered and/or treated to meet this condition.

	Law or Regulation	Regulation Type	Enforcement Agency	Affected Sections	Description	Location
1	US Code Title 33, Chapter 26 Clean Water Act	Federal	Army Corp of Engineers	BS, SM	Outlines restoration and maintenance of chemical, physical and biological integrity of nation's waters	www.access.gpo.gov/uscode
2	CFR Title 40 Part 50	Federal	APCD	GM	National Primary and Secondary Ambient Air Quality Standards	epa.gov/epahome/lawregs.htm
3	CFR Title 40 Part 51.156	Federal	APCD	OP	Review of New Sources and Modifications	epa.gov/epahome/lawregs.htm
4	CFR Title 40 Part 52.21	Federal	APCD	OP	Prevention of Significant Deterioration	epa.gov/epahome/lawregs.htm
5	CFR Title 40 Part 60: Subparts: 60 GG and 60 WWW	Federal	APCD	GM	Standards of Performance (SP) for New Stationary Sources: SP for Gas Turbines, SP for Municipal Solid Waste Landfills	epa.gov/epahome/lawregs.htm
6	CFR Title 40 Part 122.26 Storm Water Pollution Prevention Plan	Federal	RWQCB	SM, OP	Permit Requirements for Storm Water Discharge	epa.gov/epahome/lawregs.htm
7	CFR Title 40 Part 136	Federal	RWQCB	SM	Test Procedures for Analysis of Pollution	epa.gov/epahome/lawregs.htm
8	CFR Title 40 Part 257	Federal	RWQCB/LEA	OP	Solid waste Disposal Facility Criteria	epa.gov/epahome/lawregs.htm
9	CFR Title 40 Part 258 Subtitle D	Federal	RWQCB/LEA	GM, SM, OP, GW	Municipal Solid Waste Landfill Criteria	epa.gov/epahome/lawregs.htm
10	CFR Title 40 Part 445	Federal	RWQCB	SM	Landfill Point Source Category	epa.gov/epahome/lawregs.htm
11	US Code Title 16 Chapter 35 Endangered Species Act	Federal	USFWS	BS	Conservation of Ecosystems Inhabited by Endangered and Threatened Species	www.access.gpo.gov/uscode
12	CFR Title 50: Part 13, 14, 21 Wildlife and Fisheries	Federal	USFWS	BS	Fish and Wildlife service Permit Migratory Bird depredation Permit	ciwmb.ca.gov/law.htm
13	US Code Title 16 Chapter 7: 703-712	Federal	USFWS	BS	Migratory Bird treaty – Seagull Control	www.access.gpo.gov/uscode
14	CFR Title 50 Part 17: Subparts: 17.22 and 17.32	Federal	USFWS	BS	Permit for Scientific Purposes, Enhancement of Propagation or Survival or for Incidental Taking, General Permit for Threatened Wildlife	ciwmb.ca.gov/law.htm

	Law or Regulation	Reg. Type	Enforcement Agency	Affected Sections	Description	Location
15	California Code of Regulations (CCR) Title 27	State	RWQCB/ LEA	GM, SM, GW, OP	Consolidated Regulations for the Treatment, Storage, Processing, and Disposal of Solid Waste	ciwmb.ca.gov/Law.htm
16	California Public resource Code: Part 4 through 8	State	LEA	OP	Solid waste Facilities, Enforcement, Solid Waste Disposal Site Clean-Up and Maintenance, Garbage and refuse Disposal	ciwmb.ca.gov/Law.htm
17	Board resolution No. 93-62	State	SWRCB	ALL	Policy for Regulation of Discharges of Municipal Solid Waste	Landfill Senior Civil Engineer
18	Board Order No. 97-03-DWQ	State	SWRCB	SM, OP	National Pollution Discharge Elimination System (NPDES) – General Permit No. 000001	Project Officer II Landfill Senior Civil Engineer
19	General Industrial Storm Water Permit	State	SWRCB	ALL	NPDES Storm Water Multi-Sector General Permit for Industrial Activities	Project Officer II
20	CA Assembly Bill (AB) No. 939	State	CIWMB	ALL	Establishes a Waste Management hierarchy for Industrial Activities	ciwmb.ca.gov/Law.htm
21	Air Pollution Control District Rules 59 and 59.1	State	APCD	GM, OP	Control of Waste Disposal Site Emissions for Municipal Solid Waste Landfills	sdapcd.co.san-diego.ca.us/rules/randr.htm
22	Title V Operating Permit	State	APCD	GM, OP	Identifies all Federally Enforceable Requirements Regarding Air Pollution	Senior Mechanical Engineer
23	San Diego Municipal Code, Chapter 6, Article 6, Div. 01	State	City of San Diego	GM, GW, OP	Rules for the Collection, Transportation, Processing, and Disposal of Solid Waste in the City of San Diego	clerkdoc.sannet.gov/website/mc/mc/html
24	RWQCB Orders 85-78, 93-86, 94-28, 96-15, 97-11	State	RWQCB	GW, SM	Maintenance and waste Discharge Requirements for Landfills	Senior Mechanical Engineer Project Officer II
25	Solid waste Facilities Permit: No. 37-AA-0020, No. 37-55-002	State	CIWMB/ LEA	OP	Permit for Miramar landfill	Landfill Senior Civil Engineer
26	APCD Permit No. 971782	State	APCD	GP	Permit to Operate Trommel Screen	Landfill Operations Superintendent
27	APCD Permit No. 911499	State	APCD	GP	Permit to Operate Diamond Z Tub Grinder	Landfill Operations Superintendent
28	APCD Permit No. 960630	State	APCD	GM, OP	Permit regarding liners and soils used to control LFG emissions at North /West Miramar Landfill	Landfill Senior Civil Engineer
29	APCD Permit No. 971254	State	APCD	OP	Active Non-hazardous waste Landfill Operation	Landfill Senior Civil Engineer

Appendix V-1

Sample of LEA Disposal Site Inspection Report And Closed Site Inspection Report

(See Senior Landfill Engineer for sample copy of report)